

MADERA COUNTY

CHIEF DEPUTY PUBLIC GUARDIAN/CONSERVATOR/PUBLIC ADMINISTRATOR

DEFINITION

Under administrative direction, to assist in the planning, directing, and managing of the overall administration of the Public Guardian/Conservator/Public Administrator's Office; to assist the Public Guardian in the development of departmental goals, policies, procedures and operational systems; and to do related work as required.

SUPERVISION EXERCISED

May exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists the Veterans Service Officer/Public Guardian/Public Administrator with the general administration of departmental goals, policies, procedures and operational systems; participates in the most complex casework assignments; conducts complex and detailed investigations to determine client eligibility; prepares recommendations and complex reports; assists in the preparation and monitoring of the departmental budget; selects, directs, supervises, trains, and evaluates assigned staff; prepares necessary reports for administering conservatorships, guardianships, or other administrative services; serves as a resource to staff for interpretation of Federal and State laws affecting departmental operations and services; prepares and reviews documents for legal proceedings; serves as a County representative and testifies in court proceedings; collaborates and coordinates services with other county departments, law enforcement, attorneys, service providers, clients and/or their families, and other private or public agencies; oversees appraisal of estates and maintains records of all property and transactions.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, procedures and programs of the State Department of Social Services, County Social Services Department, Behavioral Health Services and the Superior Court.

Pertinent Federal, State, and local laws, codes, and regulations governing guardianships, conservatorships, and estate management.

Investigation and interviewing methods and techniques.

Modern methods and practices of record keeping.

Principles and practices of supervision, training and performance evaluation.

Principles of budget preparation and expenditure control.

Legal documents, terminology, and proceedings relating to conservatorships.

Resources, programs, and community organizations used in the administration of services.

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Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, organize and supervise the delivery of department services.
Supervise, assign, review and evaluate the work of subordinate staff.
Perform complex investigative and case management assignments.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Establish goals and objectives.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise reports, correspondence and other written materials.
Exercise sound independent judgment within general policy guidelines and administrative direction.
Effectively communicate with those from diverse socioeconomic and cultural backgrounds.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with public officials, administrators, employees and others contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of experience in working with public guardian, conservatorship, or estate management functions and financial records, including two years equivalent to that of a Deputy Public Guardian with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, social welfare or a related field.

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License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: March, 2006